Dear FLC CalWORKs Students,

FLC CalWORKs students at each of our sites are required to turn in “participation/enrollment/attendance documents” on a monthly basis, per their county worker. To maintain timely completion of these requests, students will be required to take an active part in their completion. Those students, who are attempting coursework which includes any of the Activity Types listed in the grid below, should attach this completed form to their county “participation/attendance verification document”, see the examples below:

- Sacramento County DHA – Monthly Attendance/Progress Report & Support Services Request Form
- El Dorado County DHS – Participant Attendance/Progress Report

Any Sacramento County DHA or El Dorado County DHS “Attendance/Progress Reports” submitted to FLC CalWORKs staff without this sheet completed will be completed and returned reporting only the actual in person class time – course time committed to required online classes, labs, work-experience coursework, etc. in the prior month will not be included – you must actively request to have this information included. Therefore, accurate verification of all educational activities will be the responsibility of each student. So please take the necessary time to complete this sheet each month, attach it to your “Attendance/Progress Report” and then submit them both to your FLC CalWORKs Advisor on the first of each month to ensure timely processing and return.

(Complete only those sections above that are relevant to your educational coursework within Los Ríos Community College District during the specific month for which you are requesting information.)

<table>
<thead>
<tr>
<th>Activity Type</th>
<th>Day of the Month</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31</td>
<td></td>
</tr>
<tr>
<td>All Online Course Hours</td>
<td></td>
<td></td>
</tr>
<tr>
<td>All Lab Hours</td>
<td></td>
<td></td>
</tr>
<tr>
<td>All Work Experience Hours</td>
<td></td>
<td></td>
</tr>
<tr>
<td>All Other Hours Completed</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Name of Activity

Print Student Name: ____________________________  Month: __________  Student Telephone: __________

Required Student Signature: ____________________________  Date: __________  Student ID: __________

El Dorado Center
Building B Student Services
6899 Campus Drive
Placerville, CA  95667
530-642-5648

Folsom Lake College
Aspen Hall – Center for Excellence
10 College Parkway
Folsom, CA  95630
916-608-6560

Rancho Cordova Center
EOPS/CalWORKs Office
10259 Folsom Blvd
Rancho Cordova, CA  95670
916-361-6305